

PART	CHAPTER	PAGE	DATE
TWO	5	8	11/01

RECORDS RETENTION AND DISPOSITION SCHEDULE

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ALL ARIZONA COUNTIES

Function:

Administrator/Manager, County

Pursuant to A.R.S. §41-1351, The following records retention periods are finite and absolute. They are *not* minimum retention periods or guidelines. Records may be kept beyond their designated retention periods only where required by law or regulation, or if they are needed in current or pending litigation.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Activity reports submitted by county agencies: a. Weekly, monthly or quarterly submissions b. Annual reports		-	-	1	After fiscal year received
			-	-	10	After fiscal year received
2	Special project files <i>Some items in this record series documenting high profile issues should be retained for historical purposes. Consult with the State History and Archives Division (602-542-4159)</i>		-	-	5	After completion of project
3	Citizen complaint files		-	-	3	After file closed
						Supersedes Schedule Dated: March 11, 1999

Approved by:


Director, Arizona State Library, Archives and Public Records

Approval Date:

NOV 5 2001